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DD/S 70-4492

12 NOV 1970

MEMORANDUM FOR: Acting Deputy Director for Support

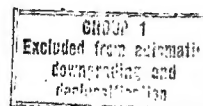
SUBJECT : Study of Directorate for Science and Technology Space  
Requirements Applicable to the Office of Computer  
Services

REFERENCES : (a) Memo dtd 24 Jul 70 to A-D/L fm DD/S, Subject:  
Inspector General's Recommendation Concerning  
OCS Office Space

(b) Memo dtd 30 Jul 70 to DD/S&T fm A-D/L, Subject:  
Inspector General's Recommendation Concerning  
OCS Office Space

1. This memorandum contains recommendations for your approval; such recommendations are contained in paragraph 7.
2. Pursuant to instructions set forth in reference (a), the Office of Logistics (OL) took action to establish a Task Force for the purpose of making an indepth study of the Office of Computer Services (OCS) office space requirements. This Task Force, which was comprised of two OCS senior staff personnel and two senior representatives from OL, was also charged with the responsibility of recommending possible solutions for the OCS space problems.
3. Based on visual observation and study, as well as a thorough analysis of space statistics, the Task Force concluded that the existing OCS ratio of  square feet of space per person compares most unfavorably to the overall Agency average of  square feet per person. Further, this situation could deteriorate in view of proposed expansion of OCS equipment areas during fiscal year (FY) 1972.
4. The Task Force was particularly interested in any adverse environment factors in terms of security, privacy, and audio and visual interference with work concentration resulting directly from overcrowded conditions. These factors were considered particularly important as applied to personnel working within the Scientific Applications Division (SAD) as this component does handle codeword material, and its personnel are engaged in work which requires extreme concentration in dealing with abstract mathematical problems and the development of sophisticated programs or redesign of program models.

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**SUBJECT: Study of Directorate for Science and Technology Space Requirements  
Applicable to the Office of Computer Services**

The Office of Computer Services does not have adequate space in which to separate personnel who are working on codeword material for sensitive compartmented projects. The level of distraction to systems analysts and programmers, who are working on complex mathematical and engineering problems, is unusually high because not all equipment such as computer terminals and keypunch machines can be separated from office space, and the internal corridor traffic through office areas completely eliminates privacy. Further, the academic environment required for scientific endeavor is sadly lacking.

5. Attachment 1 summarizes the Task Force conclusions and recommendations; provides an analysis of total OCS occupancy by square feet and by office area; includes photographic illustrations of the overcrowded working conditions within the OCS offices, to include descriptive captions; and furnishes up-to-date floor plan layouts detailing work stations, terminals, and other equipment. The layouts are labeled as to the office locations and the OCS components involved.

6. The Task Force concurred with the Inspector General's position that OCS has a significant space problem caused by overcrowding and poor environmental conditions. It was determined that, from the practical viewpoint, it would not be realistic to attempt an immediate solution for the overall OCS space problems at this time. This decision is based on two facts. First, reconfiguration of existing OCS space would be virtually impossible because of the physical layout limitations and a reconfiguration would not relieve the density problem. Secondly, space within the Headquarters Building is extremely scarce. It would require a minimum of 5,000 square feet to resolve the current OCS office space deficiencies as determined by the Task Force. This estimate does not include an additional 1,500 square feet which will be required in FY 1972 to permit planned expansion of computer systems. The Task Force did concentrate on trying to find immediate solutions for those OCS components which present the most pressing problems. These components are listed below:

<u>Component</u>	<u>No. of Sq. Ft. Per Person</u>
a. SAD	
b. ADP Training Staff (ATS)	
c. Operations Division (OPS) Rooms  only	
d. Intelligence Support Division (ISD)	

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SUBJECT: Study of Directorate for Science and Technology Space Requirements  
Applicable to the Office of Computer Services

Short-range solutions to alleviate overcrowding of the components as noted above could possibly be derived by allocating for OCS use any available and suitable space resulting from Plan Zebra.

7. Based on the foregoing, it is recommended that:

a. Immediately upon conclusion of the Plan Zebra move sequences, the Office of Logistics take necessary action to use such space as may be available to provide short-range solutions to the more urgent OCS space problems as noted in paragraph 6 above, and

b. Continuing efforts be made to develop a long-range plan for providing additional office space to meet the overall OCS need as established by this study.



Acting Director of Logistics

3 Atts:

Att 1 - Study Made by Task Force

Att 2 - Reference (a)

Att 3 - Reference (b)

The recommendations made in paragraph 7 are approved.

(signed) John W. Coffey

John L. Coffey  
Acting Deputy Director  
for Support

27 NOV 1970

Date

cc: DD/S&T/OCS

Distribution:

- Orig. - OL/LSD, w/Att 2 & 3
- 2 - DDS, w/atts Chrono, Subject
- 1 - OL Official, w/Att 2 & 3

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DD/S 70-3018

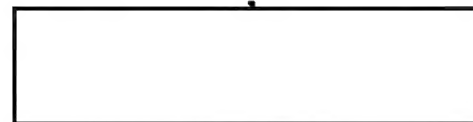
24 JUL 1970

MEMORANDUM FOR: Acting Director of Logistics

SUBJECT : Inspector General's Recommendation Concerning  
OCS Office Space

1. There is attached an extract of the memorandum to the Executive Director-Comptroller in response to several recommendations in the Inspector General's Survey of OCS which involve the Support Directorate. This extract is the comment on Recommendation No. 13 and is substantially the same as the memorandum on this subject you forwarded to me on 16 July.

2. The steps you have outlined for trying to resolve the problem of the current and anticipated OCS space requirements are reasonable. Please initiate action for the extensive joint space study in collaboration with the DD/S&T as you have proposed. I would appreciate being kept advised of your progress.



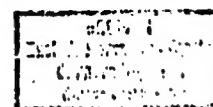
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R. L. Bannerman  
Deputy Director  
for Support

Attachment

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DD/S 70-2976

22 JUL 1970

MEMORANDUM FOR: Executive Director-Comptroller

EXTRACTRecommendation No. 13

That DDS arrange for a thorough study of OCS space needs and, upon completion, take whatever action possible to satisfy the needs.

Action or Comment

The Office of Logistics has re-examined the OCS space situation in an effort to identify significant deficiencies and to suggest possible solutions. This review agrees with the Inspector General's findings that OCS requires additional office space; however, there is at the present time no unoccupied space available in the Headquarters building which can be used to alleviate the OCS problem.

During the period FY 1968 - FY 1969 the office space assigned to OCS was increased and reconfigured according to OCS requirements. Shortcomings noted in the Inspector General's report relating to configuration of partitioning resulted from a compromise with the Director of Computer Services to allow for proper air circulation within the office area. Further modifications to the partitions in order to provide complete privacy would require extensive modifications to the air-circulation system.

On the issue of a "more pleasant working environment", the OCS area was redecorated during the period FY 1968 - FY 1969. The current review by Office of Logistics personnel did not reflect any serious deterioration in the earlier redecoration. However, this matter will be brought to the attention of [ ] consultant on environmental improvements for his personal recommendations.

Another issue mentioned in the Inspector General's report concerns raising the [ ] square feet ratio of space-per-person average in OCS to meet the Headquarters average of [ ] square feet. We recognize this issue but see

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no short-range solution for increasing the space-per-person ratio within OCS. The solution of OCS space needs must be addressed to new requirements as well as current deficiencies. The Acting Director of Computer Services has provided to the Office of Logistics a copy of a memorandum on office space submitted to the DD/S&T on 11 June 1970 in which he identifies OCS requirements for an increase of 9,000 square feet of space in FY 1971 - FY 1972. Thus, it is evident that an extensive joint space study, considering the practical space limitations in light of OCS requirements, is now required. Minimum time to conduct this study is about sixty days. This study will, of necessity, examine OCS requirements in relation to over-all Directorate of Science and Technology space utilization.

As a potential solution, it may be possible, although expensive, to relocate the general purpose computer equipment, and staff personnel and programmers associated with the equipment, to an external Agency location. Such a relocation, in addition to the expense involved, would require extensive planning and possibly authority for additional space acquisition. In view of the Director's policy on space acquisition, it is more realistic to attempt to find space within that already assigned to the Directorate of Science and Technology. Possible reductions in space requirements for the Office of Special Activities, DD/S&T, in the [ ] area might fill this requirement. These alternatives will be explored in the study which, subject to your approval and with the agreement and assistance of DD/S&T, we would propose to initiate immediately."

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30 JUL 1970

MEMORANDUM FOR: Deputy Director for Science &amp; Technology

SUBJECT : Inspector General's Recommendation Concerning  
OCS Office Space

1. The Inspector General's Survey of OCS contains several recommendations involving the Support Directorate. One of these recommendations - Recommendation No. 13 - proposes "a thorough study of OCS space needs". The Deputy Director for Support has forwarded this recommendation to the Office of Logistics to participate in a joint study and, subsequent to that action, to take whatever steps possible to satisfy the space needs of OCS, giving due consideration to space availability and other priority requirements.

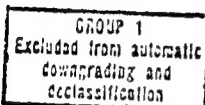
2. The Office of Logistics would like to initiate an in-depth review of current OCS space requirements, and projected requirements, to the extent possible. The review can be realistic if carried out in conjunction with DD/S&T representatives. An exchange of justifications and space availability details can provide for the maximum possible solution to OCS space requirements.

3. The plan as developed through joint DD/S&T-OL action will be submitted to the DD/S, with justification of any moves or additional space required. A request for approval, in accordance with the expressed instruction of the Director in the meeting of 10 June 1970, will be forwarded to him if new space must be acquired. It is anticipated that some space will be made available through the shifting of offices currently in the Headquarters Building. [redacted] Chief, Logistics Services Division (LSD), OL, and members of his staff will be responsible for making all necessary arrangements to carry out any agreed upon and approved moves. LSD will be supported by [redacted] Chief, Building Planning Staff, OL, who will relate space utilization plans resulting from the review and the accommodating moves to Master Space Plans for the Agency.

4. I would appreciate your nomination of officers to participate in this thorough study. It is anticipated that the study will require at least sixty days and will relate to overall DD/S&T space utilization.

[redacted] 25X1  
Acting Director of Logistics

cc: DD/S

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OL 0 4511